

## INSTRUCTIONS

### THIS PROJECT COMPLETION REPORT IS A TOTAL OF EXPENDITURES REPORTED ON CARRYOVER AND CURRENT YEAR FUNDS.

Submit the original Project Completion Report for the total budget to the Department of Education and Cultural Affairs, Grants Management Office, 700 Governors Drive, Pierre, SD 57501.

**FINAL FISCAL REPORT:** Due when all obligations are liquidated OR no later than **September 30** following the fiscal year in which project was approved. All obligations should be liquidated by this date.

**PRELIMINARY REPORT:** Required only if there are outstanding obligations.

**BUDGET:** Enter the project budget from the approved Application for Funds as top line opposite each function.

**EXPENDITURES AND OBLIGATIONS:** Enter all expenditures and unpaid obligations on the second line opposite each function. The Preliminary report should include **all expenditures and obligations**; the Final Fiscal report should include only **expenditures**.

**OVER AND UNDER BALANCES:** For both the Preliminary report and the Final Fiscal report enter the differences between totals of the amount budgeted and the amount expended and obligated. Over expenditure differences should be shown in parentheses. The **GRAND TOTAL** at (Column [G], Line [XI]) will indicate amount of budget not expended and eligible for carryover. This amount added to the Funds not Budgeted (Line [XII]) equals Total Funds Available for Carryover (Line [XIII]). Funds available for carryover will be **limited to fifteen (15) percent** of the current year allocation (for allocations over \$50,000).

### **SUMMARY OF TITLE I FUNDS:**

1. From Financial Status Report (FSR) \ Line [10].
2. From Financial Status Report (FSR) \ Line [13].
3. **TOTAL OF LINES 1, & 2 ABOVE.** Total must agree with FSR, Line [14],
4. **Total \*\*Exp/Obl** must agree with Line XI, Column [F] of the Grand Total line.
5. **TOTAL DUE STATE:** Funds received by the LEA **in excess** of reported expenditures. These funds **must** be returned to the State and will be made
6. **OUTSTANDING OBLIGATIONS:** For the **Preliminary** report, this **MUST** equal the obligations as reported in Column C of the Financial Status Report. For the **Final Fiscal** report this line will be zero.